

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the police department, the major duties of which include maintaining, ordering, and tracking all supplies. The Police Supply Officer also maintains police department vehicles, assisting the transportation department by tracking vehicles for replacement or reassignment to employees. The employee of this class maintains records and reports of departmental supplies, tracks distribution of supplies to employees, and makes requisitions for any needed materials. The Police Supply Officer works with limited supervision, reports to and has work reviewed by the Police Sergeant assigned to the division.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains the department inventory of supplies and equipment, keeping a holding area for damaged or defective materials in need of returning. Maintains and replenishes stocks of department property such as printed materials, uniform items, and weapons. Provides for the maintenance of stock items such as batteries, flares, shot guns, shot gun shells, mace, and other supply items. Counts items according to department procedure to keep an accurate inventory and keeps accurate records on all department employees for apparel orders. Organizes and stores department property in an orderly fashion and maintains a stock rotation system. Records the issuance of supplies, materials, and/or equipment to employees.

Provides for the general care and maintenance of department equipment and vehicles, as well as assists the transportation department in vehicle maintenance. Gets estimates on repair costs, determines which repair services should be used, and arranges for repairs for equipment and property. Transports, delivers, and picks up equipment and supplies in department vehicles. Inspects property after repairs to ensure that repairs were properly completed and evaluates the condition of property that has been returned as defective. Checks all equipment on a regular basis to assure that equipment is in correct operating order.

Reviews supply catalogues, approves requests for supplies, and advises on suitable procedures for obtaining supplies. Prepares purchase requisitions and orders supplies and equipment. Purchases equipment and supplies, keeping within the established budget. Picks up ordered supplies from vendors and checks vendor's invoices to see if items, quantities, and prices are as ordered.

Receives shipped property and equipment and distributes to appropriate personnel. Makes recommendations on major departmental purchases.

Recommends management policies and goals for the division. Researches the best methods of handling specific tasks and delegates those tasks appropriately. Supervises subordinates by inspecting appearance of equipment or personnel, and assigning work duties. Motivates employees by evaluating their job needs. Answers questions for the public about the operation of the police department.

Personally completes, retrieves, and files all forms and records required. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Records pertinent information related to daily work on log sheets, providing for the maintenance of accurate department records. Reads graphs, charts, manuals, or reports. Assists in the preparation of the departmental operating budget, reviewing and gathering pertinent information.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.